

Hurricane Preparation Check List –

Test Lab (Physics Areas)

YEAR-ROUND READINESS

1. Building Manager and/or Safety Warden monitors weather radio; alerts personnel of any watches or warnings. The nearest weather alert radio is located in Building 58, Room 202.
2. Supervisors, Sponsors, or SOTRs brief new personnel and visitors on JLab's Severe Weather preparation and response plans.
3. Send revisions to Severe Weather Check List to Emergency Manager for web-page posting.
4. Update Essential Personnel Lists. Send copy to Emergency Manager.

HURRICANE PREPAREDNESS CONDITION 1 (HPC-1)

Duration of Hurricane Season (June 1 – Oct. 30)

1. Review/update Severe Weather Check List. Send mark-up to Emergency Manager for web-page posting.
2. Update Essential Personnel Lists. Send copy to Emergency Manager.
3. Inventory Supplies on hand; replenish if needed:
 - a) Rolls of sheet plastic – 3
 - b) Plastic Tarps – 10
 - c) Sandbags – 50
 - d) Flashlights – 2
 - e) Spare batteries – 1 box

The Physics Division Severe Weather Supply Box (roll-14ound type) is located in Building 90, EEL, Room 127, high bay.

4. **Report completion of preparations to line management.**

HURRICANE PREPAREDNESS CONDITION 2 (HPC-2)

- 1.
- 2.
- 3.
4. **Report completion of preparations to line management.**

PREPAREDNESS CONDITION 3 (HPC-3) – Highest

1. Turn off non-essential equipment as appropriate
2. Area Safety Warden inspect area to ensure action is completed.
3. Notify the appropriate hall Leader and cover sensitive equipment which could be damaged by water with plastic.
4. Supervisors, Sponsors, or SOTRs brief staff, visitors, and subcontractors about sources for Lab status information may be found and the importance of not returning to the site until re-opening is officially announced.
5. **Report completion of preparations to line management.**

DOWNGRADING READINESS CONDITIONS

1. When management downgrades the readiness condition and announces that it is safe to allow occupants to return to their offices and work places, provide guidance to staff about restoring their offices and equipment to normal.
2. If storm damage is a possibility or a certainty, inspect all areas for damage. Make an inventory of affected areas and equipment, noting the apparent damage based upon preliminary assessments.
3. If the experience of preparing for this storm, presented opportunities to improve the check list, initiate necessary changes/update with the Emergency Management Manager.

Return to [Hurricane Check List](http://www.jlab.org/intralab/emergency/hurricane/index.html). <http://www.jlab.org/intralab/emergency/hurricane/index.html>

Return to [Emergency Management](http://www.jlab.org/intralab/emergency/). <http://www.jlab.org/intralab/emergency/>

maintained by webmaster@jlab.org

For questions regarding Emergency Management, contact [John Kelly](#).